

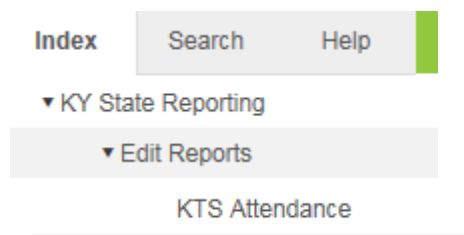


KTS Attendance Processing from the High School Perspective

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KTS Attendance Report

Tool rights for the KTS Attendance Report must be granted at the district level.



Documentation for the KTS Attendance Report can be found on the KTS Data Exchange webpage [here](#).

A screenshot of the 'Technical School Attendance' report generation interface. The title bar is blue with white text. Below it, the text 'Technical School Attendance Report' is displayed, followed by a warning: 'Please choose a small date range. Please do not click Generate Report more than once.' There are two radio buttons: 'I am a Home District' (unselected) and 'I am a Technical School' (selected). To the right, a dropdown menu titled 'Select Home District' is open, showing a list of districts: Boyle County, Breckinridge County, Campbellsville Independent, Carroll County, Casey County, and Cloverport Independent. Below the dropdown, there are two date pickers for 'Start Date' and 'End Date', both set to '05/11/2015'. Underneath, there are three radio buttons for 'Sort': 'By school, then student name' (selected), 'By school, then grade, then student name', and 'By student name'. At the bottom, there is a 'Generate Report' button.

KTS Attendance Report

- ▶ The home high school will use the **Technical School Attendance** section of this report to manually enter technical school student attendance information into their district database.
- ▶ Once the home high school enters attendance, both the technical school and the home high school will be able to view results under both Home High School Attendance and **Technical School Attendance** sections.
- ▶ Note the period schedule for each school is listed under each section to assist with accurate data entry at the home high school.

Home District (Carroll County) / Technical Center (Kentucky Tech System)

Attendance for 11/2014

Home School Attendance

SSID	Student	Grade	School	Period	2	3	4	5	6	7	8	Check In/Out	Comments
1	A	11	CARROLL	07:55-08:52		A U	A U						
1	B	11	CARROLL	08:52-09:46		A E						In 09:20	dr. note
1	B	09	CARROLL	09:46-10:40				A U					
1	B	10	CARROLL COUNTY HIGH SCHOOL	10:40-12:06				A E				In 08:02 Out 08:41 In 11:30	court
1	C	11	CARROLL	12:06-01:03		A E	A E						
1	D	10	CARROLL COUNTY HIGH	01:03-01:57		A E						Out 08:45 In 09:40	court
1	F	12	CARROLL	01:57-02:50				A E	A E	A E	A E		
1	G	09	CARROLL	02:50-03:44						A U			
1	H	12	CARROLL	03:44-04:38				A E				Out 10:30	
1	H	11	CARROLL	04:38-05:32		A U	A U						
1	J	10	CARROLL	05:32-06:26				A E				Out 10:52	
1	K	09	CARROLL	06:26-07:20				A U					
1	K	09	CARROLL	07:20-08:14						P X			
1	N	11	CARROLL	08:14-09:08				A U					
1	N	12	CARROLL	09:08-10:02				A E	A E	A E	A E	Out 10:25	
1	N	10	CARROLL	10:02-10:56				A U					
1	P	09	CARROLL	10:56-11:50						A U			
1	R	11	CARROLL	11:50-12:44		A U	A U	A U					
1	T	09	CARROLL	12:44-01:38						A E		Out 01:00	North Key

Technical School Attendance

S	Student	Grade	School	Period	2	3	4	5	6	7	Check In/Out	Comments
11	F	12	Carroll County	08:30-09:42				A	A	A		
11	H	12	Carroll County	09:46-10:36				A	A	A		
11	N	12	Carroll County	10:40-11:30			A	A	A	A		
11	R	11	Carroll County	12:00-12:59	A	A						



Methods of Attendance Entry & Modification

- ▶ **Teacher Entry through Period Attendance**
 - Not a valid method at home high school with KTS Project
- ▶ **Classroom Monitor**
- ▶ **Daily Attendance Screen**
 - Typically used to modify attendance data that has already been entered
- ▶ **Attendance Wizard**
 - Recommend using ad-hoc query to filter technical school students
- ▶ **Attendance Tab**

Classroom Monitor

- ▶ Navigate to **Index > Attendance > Classroom Monitor**
- ▶ The Classroom Monitor is used to verify teachers are taking attendance every period. Classes displayed in **green** show attendance was recorded; classes in **pink** show attendance was not recorded. All teachers, even those with 100% perfect attendance, should click **Save** for every class they teach.
- ▶ Because of the nature of the KTS Data Exchange project, technical school courses will never change from **pink** to **green** unless manually modified by the attendance clerk.
- ▶ The Office of Administration and Support at KDE is aware and has communicated this to attendance auditors.

Classroom Monitor									
This tool monitors classroom attendance.									
Date:	05/11/2015	Refresh	Incomplete Teacher Attendance	Primary Teachers Only		Last Refreshed: 11:45:08 AM			
Teacher	Dept	Contact	1	2	3	4	5	6	7
Health Science	Health Science	✉		170141-2 (16/17)	170168-1 (18/19)		170181-2 (-/-2)	170501-1 (-/-5)	170141-4 (-/-1)
							170501-1 (-/-5)	170501-1 (-/-4)	170581-1 (-/-2)
							170601-1 (-/-4)		170601-1 (-/-4)
Industrial Maintenance Technology	Industrial Maintenance Technology	✉		470325-1 (-/-16)	470301-1 (-/-16)	470317-4 (-/-6)	470306-1 (-/-1)	470306-1 (-/-1)	470306-1 (-/-1)
							470348-1 (-/-16)	470334-2 (-/-2)	470334-1 (-/-11)
Welding	Welding	✉		480506-1 (17/17)	480506-1 (17/17)	480532-1 (12/12)	480525-1 (-/-18)	480529-1 (-/-18)	480502-1 (-/-9)
Health Science	Health Science	✉		170631-1 (14/18)	170141-1 (13/17)	170631-2 (7/11)	170169-1 (-/-11)	170169-1 (-/-11)	170601-1 (-/-4)
							170601-1 (-/-4)	170601-1 (-/-4)	170640-1 (-/-10)
Administrative Support	Administrative Support	✉		060107-4 (1/1)	060107-4 (1/1)	060112-3 (21/23)	060107-3 (-/-3)	060107-3 (-/-3)	060107-3 (-/-3)
				060511-1 (1/1)	060751-1 (3/4)	060155-4 (1/1)	060107-5 (-/-1)	060107-5 (-/-1)	060107-5 (-/-1)
				060751-2 (1/1)	060751-2 (1/1)	060155-2 (-/-8)	060107-6 (-/-3)	060107-6 (-/-3)	060112-4 (-/-24)
				060751-1 (3/4)	060743-2 (2/2)	060743-5 (1/1)	060155-2 (-/-8)	060155-2 (-/-8)	060761-1 (-/-1)
Health Science	Health Science	✉							
Automotive Technology	Automotive Technology	✉		170631-3 (-/-7)	170631-3 (-/-7)	170601-3 (-/-3)	170199-3 (-/-10)	170142-3 (-/-13)	170142-3 (-/-13)
							170640-3 (-/-5)	170601-3 (-/-3)	170601-3 (-/-3)
Construction Carpentry	Construction Carpentry	✉		470513-1 (16/17)	470514-1 (16/17)	470510-4 (13/16)	470521-1 (-/-12)	470522-1 (-/-12)	470522-1 (-/-12)
							460242-1 (-/-2)	460228-1 (-/-15)	460242-1 (-/-2)
							460301-1 (-/-15)	460242-1 (-/-2)	460242-1 (-/-2)
Business Management	Business Management	✉		060112-6 (1/1)	060112-6 (1/1)		060107-3 (-/-3)	060107-3 (-/-3)	060107-3 (-/-3)
				060411-1 (21/22)	060122-5 (1/1)	060112-5 (25/27)	060122-1 (-/-10)	060122-1 (-/-10)	060112-2 (-/-26)
				060411-2 (2/2)	060411-2 (20/22)				

Daily Attendance

- ▶ The Daily Attendance Screen:
 - Attendance > Daily Attendance
 - Provides one place to view all students marked absent daily.
 - The date can be changed showing students marked absent on another day.
 - Attendance clerks can edit a student's attendance from this screen.
 - Click **blue Details** link in front each student's name to view the Person Summary Report.
 - Click the **student's name** to view Daily Attendance.
 - Click **Attendance Code** to edit the student's attendance.
 - The Summary Report and Caller Report provide information for all students for the entire day.

Daily Attendance

Summary Report Caller Report

Daily Attendance
 Date: 05/11/2015 [v] Unknown Excused Unexcused Exempt Note: For additional section detail hover over a period in the grid below.
 Day: Monday - Period Schedule: CCATC Daily Schedule
 Ad Hoc Filter [v]

Student	Number	Grade	1	2	3	4	5	6	7	8
Details [v]		10				A				
Details [v]		11		A	A					
Details [v]		12				A				
Details [v]		11			A					
Details [v]		12				A				
Details [v]		12				A				
Details [v]		12		A	A					
Details [v]		11		A	A					
Details [v]		12				A				
Details [v]		12		A	A					
Details [v]		12		A	A					
Details [v]		11		A	A					
Details [v]		12				A				
Details [v]		9				A				
Details [v]		12				A				
Details [v]		11				A				
Details [v]		11		A	A					
Details [v]		11		A	A					
Details [v]		9				A				
Details [v]		10				A				

Technical School Student Ad-Hoc Query

- ▶ This ad-hoc query will assist attendance clerks with using the Attendance Wizard for attendance data entry for technical school students.

▼ Ad Hoc Reporting

Filter Designer

Letter Designer

Letter Builder

Data Export

Batch Queue

Ad Hoc Filter Designer

This wizard will walk you through the creation of a new filter. Filters can be created using the Query wizard, selection editor or a pass-through SQL Query.

Saved Filter

- SSD clean up
- student 9th grade cohort
- curriculum Accounting
- student enrollRC
- student Grad
- student kde
- student kde SS wksh 4
- student ss nulls
- student Technical School Students
- KTS Data Exchange
- State Published

Create New

Filter Type

- ☒ Query Wizard
- ☐ Selection Editor
- ☐ Pass-through SQL Query

Create

Data Type

- ☒ Student
- ☐ Census/Staff
- ☐ Course/Section

Search Edit Test Copy Delete Export

Create a new Folder

Technical School Student Ad-Hoc Query

1. Name your query
2. Select these *fields*:
Demographics > *lastName*
Demographics > *firstName*
3. Select this *field*:
Learner > Schedule > Course/Section > *courseNumber*
4. Click *Next*

*Query Name: Technical School Students

Short Description:

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

- Student
 - Demographics
 - personID
 - stateID
 - otherID
 - additionalID
 - studentNumber
 - personGUID
 - identityID
 - effectiveDate
 - lastName
 - firstName
 - middleName
 - suffix
 - alias
 - gender
 - birthdate
 - raceEthnicity
 - hispanicEthnicity
 - raceEthnicityFed
 - raceEthnicityDetermination
 - birthCountry
 - birthState
 - enrollmentID

Selected Fields

- student.lastName
- student.firstName
- courseSection.courseNumber

Add Function Edit Function

Save To: ☒ User Account
Folder: /

☐ User Groups

Save Save & Test

< Back Next >

*Query Name: Technical School Students

Short Description:

Long Description:

Select categories & fields

Filter By: Search Clear

All Fields

- Course/Section
 - courseID
 - calendarID
 - trialID
 - courseNumber
 - courseName
 - stateCode
 - description
 - descriptionNoHTML
 - active
 - type
 - programType
 - teachingMethod
 - homeroom
 - homeroomSection
 - transcript
 - requestable
 - required
 - attendance
 - unitAttendance
 - expectedHours
 - distanceCode

Selected Fields

- student.lastName
- student.firstName
- courseSection.courseNumber

Add Function Edit Function

Save To: ☒ User Account
Folder: /

☐ User Groups

Save Save & Test

< Back Next >

Technical School Student Ad-Hoc Query

- For the *field*:
 - Learner > Schedule >
Course/Section > *courseNumber*
Select “STARTS WITH” for the Operator
- Enter the correct Tech ID number in the Value field
 - To locate the proper Tech ID click [here](#).
- Click Save or Save & Test
- You can also save the query in the KTS Data Exchange User Group to allow others to use the query.

*Query Name:

Short Description:

Long Description:

Filter the data

ID	*Field	Operator	Value
X 1	student.lastName		
X 2	student.firstName		
X 3	courseSection.courseNumber	STARTS WITH	ENTER TECH ID NUMBER HERE

Logical Expression (Optional):

If logical expression is left blank, all operators will be applied.
Allowed symbols: AND OR NOT () IDs
Example Syntax: (1 AND (2 OR 3) AND 4 AND (NOT 5 OR 6))

Save To: ☒ User Account
Folder:

☐ User Groups

Attendance Wizard

Attendance > Attendance Wizard

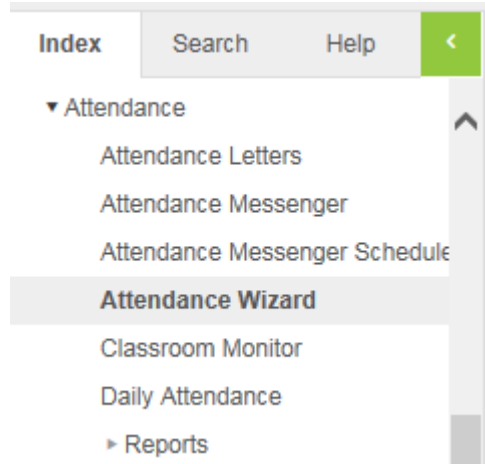
Attendance Wizard is used to:

- Mark all 1st period Unknown attendance as Unexcused absences.
 - This will capture any accidental teacher marked 1st period tardies.
- Process attendance for multiple students such as late bus and field trip.
- Process attendance that is based on a date range.

Pro: Quickest way to validate attendance.

Con: Easy to overwrite existing attendance (*be careful*)

Attendance Wizard Layout



Attendance Date* 05/11/2015

1. Student Information This section allows the user to search for group of students or an individual to enter or edit attendance records.

Last Name

First Name

Grade

SSN/PIN

Student #

Ad Hoc Filter

2. Attendance Information This section allows the user to search for group of students or an individual based on known or unknown records for the identified date.

Mode ☒ Check in/out Time ☐ Periods

Time

Attendance Record ☐ No ☐ Yes

Status/Excuse

Attendance Code

☒ Keep the selected students

3. Input Attendance Information and Click Save 11:56:52 AM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode ☒ Check In/Out ☐ Batch Check In/Out (Multiple Days) ☐ Whole Day

Check Out Check In Attendance Code*

[Show Period Schedule](#)

Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

Comments

Records Option ☒ Do NOT overwrite existing records ☐ Overwrite existing records ☐ Fill Down (Available when either check in only or check out only)

Search Result

☒ Batch & Edit ☐ Batch (2 lists)

Total Student(s): 0

CTRL-click or SHIFT-click to select multiple
Double click a student to view/edit detail data

Attendance Wizard Layout

- ▶ The Attendance Wizard has 3 sections:
 1. Student Information
 - This is where you can search for the students you are processing attendance for by entering Last Name, First Name, Grade, SSN, or Student Number; or by using an Ad Hoc Filter you have previously created.
 - Enter student criteria and click **Search** to see all students matching the criteria, (OR)
 - Select an Ad Hoc Filter and click **Search**.
 - This is where you can use the Technical School Student Ad-Hoc Query you just created.
 - You can search for part or all of a student's name.
 - You can use a combination of fields (i.e. Last Name and Grade)



Attendance Wizard Layout

2. Attendance Information

- In this section, you will search for the students you need to process attendance for based on existing attendance records.
- The most common example of this is turning all 1st period Unknown attendance into Unexcused Absences.
- After searching for students, using either Student Information or Attendance Information, all students matching the criteria display in the Search Results section to the right.

Attendance Wizard Layout

3. Input Attendance Information and Click Save.

3. Input Attendance Information and Click Save 12:08:58 PM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode ☐ Check In/Out ☐ Batch Check In/Out (Multiple Days) ☒ Whole Day

Start Date End Date Attendance Code*
Status: A Excuse: U State Code: U

☒ Add Attendance ☐ Delete Attendance
• Create attendance records for all periods.

Comments

Records Option ☒ Do NOT overwrite existing records
☐ Overwrite existing records
☐ Fill Down/Up (Available when either check in only or check out only)

3. Input Attendance Information and Click Save 12:09:57 PM

This section allows the user to input attendance information for selected students in batch or for an individual student.

Saving Mode ☒ Check In/Out ☐ Batch Check In/Out (Multiple Days) ☐ Whole Day

Check Out Check In Attendance Code*
Status: A Excuse: U State Code: U

[Show Period Schedule](#)

Click [Check Out](#) or [Check In](#) to set it as current time. Type 1100 for 11:00 AM.

Comments

Records Option ☒ Do NOT overwrite existing records
☐ Overwrite existing records
☐ Set absence for all periods after 9:30 AM

Changing Unknowns into Unexcused Absences

- ▶ If a student is not present when first period begins, the teacher is to mark the student absent. Even if the student shows up late with a tardy slip, the teacher is to mark the student absent. The Attendance Clerk will go in and modify tardy attendance later to be accurate.
- ▶ The Attendance Clerk will use the Attendance Wizard to turn all 1st period Unknown attendance into Unexcused Absences. This process is known as “validating/reconciling” attendance.
- ▶ For the case of **Technical School Attendance**, the attendance clerk will want to use the KTS Attendance Report and the Technical School Student Ad-Hoc Query to enter 1st period attendance through the Attendance Wizard.

Processing Technical School Attendance using the Attendance Wizard

- ▶ For the case of **Technical School Attendance**, the attendance clerk will want to use the KTS Attendance Report in conjunction with the Technical School Student Ad-Hoc Query to manually enter 1st period attendance through the Attendance Wizard.
- ▶ This will be the quickest method of entry for **Technical School Attendance**.

Student Attendance Tab

- ▶ The student's attendance tab contains all information pertaining to a student's attendance.
- ▶ Search for student and navigate to **Student Information > General > Attendance tab.**

Year: 14-15 School: Boone County Area Technology Center

Index Search Help <

Mickey Mouse

▼ Student Information

General

► Counseling

Academic Planning

► Program Participation

► Health

Marlin girl

Island, Gilligan

Grade: 11 DOB: 07/15/2000 Gender: M

Waiver Records Transfer Gifted & Talented FRYSI

Summary Enrollments Schedule **Attendance**

Person Summary Report Person Summary Report w/ Pic

Person Information

PersonID: 40390

Name: Island, Gilligan

Nickname:

Gender: Race Ethnicity:

New Period Detail Daily Detail Attendance Profile

Unexcused Excused Unexcused Excused

KY Daily Attendance		Present Days: Absent Days: Tardies: Unexcused	
Enrollment	Start Date: 08/20/2013	118.00	21.00
End Date:	Enrolled Days: 171 Scheduled Days: 171.00	5	8
EHO FTE		0.00	

Date	Period					ACT	INT	ADV
	1	2	3	4	5			
04/21/2014 Mon MAIN	AU	AU	AU	AU	AU			
04/16/2014 Wed ADVISORY	AU	AU	AU	AU	AU			AU
04/11/2014 Fri MAIN			EX	EX	EX			
03/28/2014 Fri MAIN				EX	EX			
03/07/2014 Fri MAIN	PHE	PHE	PHE	PHE	PHE			
03/05/2014 Wed								AB

- ▶ The student's Attendance tab contains these options:
 - **New:** Creates a new attendance event.
 - **Period Detail:** Generates student attendance report with period detail.
 - **Daily Detail:** Generates student daily attendance detail report.
 - **Attendance Profile:** Generates a report of the student's accumulated attendance for the full year.

Support

- ▶ Campus Community
- ▶ KTS Data Exchange webpage
- ▶ ktssupport@education.ky.gov